Add a New Location Events and Room Reserve

Article Number: 38 | Rating: Unrated | Last Updated: Tue, Sep 23, 2014 at 8:38 AM

If you want to add a new location (or room) to your Branch, make sure you are logged into a specific branch. Then from the Event System Settings menu you can access the **Location List.**

To add a location, simply type the location name in the box.

To edit the name of a location, click the name from the list on the right and make your changes.

Note: If you are trying to configure a room, please see the Room Reserve program.
Custom Fields Applicable To: All Users**Attachments:** No**Summary:** Add a new location

Online URL: https://kb.demcosoftware.com/article.php?id=38